

Central Falls Detention Facility Corporation Meeting Minutes
Monday December 14, 2015
Wyatt Detention Facility Training Building
935 High Street
Central Falls, RI 02863
5:30 P.M.
TDD/TTY 401-727-7450

A meeting of the Central Falls Detention Facility Corporation was held on the above date in the Training Building at 5:30 p.m.

- 1) Pledge of Allegiance
- 2) Call to order/Roll call
Present: Chairman Gallant
Director Gonsalves
Director Gardner

Absent: Director Dinerman
Director Silva

- 3) Approval of Minutes 11/23/15

A motion was made by Director Gonsalves to accept the minutes of the 11/23/15 meeting and seconded by Director Gardner. All board members voted in the affirmative and the motion passed.

- 4) New Business

- A. Vote and Authorize the Chairman to: i) Approve the payment of ordinary course of business vendor invoices, payments due to the Warden and Board-approved contracts; and ii) Delegate the administrative rights reasonably required for the payment of said invoices.

A motion was made by Director Gardner and seconded by Director Gonsalves to provide Chairman Gallant with the requisite authority to pay, and/or delegate corporation staff with the authority to remit payment, for invoices related to ordinary day-to-day expenses. All board members voted in the affirmative and the motion passed.

- B. Report of the CFO
CFO Cuzzupe presented the following:

The following is a brief summary of the financial results for Central Falls Detention Facility Corp. for the period ended October 31, 2015.

REVENUE

Total revenue for the month was approximately \$1.6 million dollars.

Revenue for the month was favorable to budget by \$19 thousand dollars. The budgeted average daily population (ADP) was 500 for the month as compared to the actual ADP of 504.

YTD Revenue is \$15.1 million dollars, which was \$1.1 million unfavorable to budget.

OPERATING EXPENSES

Total operating expenses for the month were approximately \$1.6 million dollars.

Total operating expenses for the month were \$57 thousand dollars unfavorable to the budget.

Salaries and Fringe

Total salaries and fringe benefits were approximately \$1.1million dollars, which was \$42 thousand dollars unfavorable to budget. This was attributable to higher than expected overtime wages.

Inmate Care Expenses

Total inmate care expenses were approximately \$145 thousand dollars, which was \$17 thousand dollars unfavorable to the budget. This was attributable to higher than expected professional services expense of \$6.5 thousand dollars, medical supplies of \$2.5 thousand dollars, programs and education expenses of \$3 thousand dollars, laundry/clothing expenses of \$3.5 thousand dollars and recreation supplies of \$1 thousand dollars.

Direct & Administrative Expenses

Total direct and administrative expenses were approximately \$159 thousand dollars, which was \$20 thousand dollars favorable to the budget. This was due to lower than expected bondholder legal fees of \$50 thousand dollars and in-house legal fees of \$11 thousand dollars. Higher than expected expenses included a payment for the forbearance agreement payment of \$16,666 thousand dollars, trustee fees of \$7.5 thousand dollars, consulting fees of \$4 thousand dollars, recruiting fees of \$2 thousand dollars, office supplies of \$2 thousand dollars, and computer repairs of \$9 thousand dollars.

Insurance Expense

Total insurance expenses were approximately \$51 thousand dollars, which was 4 thousand dollars favorable to budget due to policies renewing at lower premiums.

Building & Utility Expenses

Total building and utility expenses were approximately \$181 thousand dollars, which was \$24 thousand dollars unfavorable to budget. This was due to higher than expected building repair costs.

OPERATING INCOME

Operating income for the month was \$70 thousand dollars, which was \$39 thousand dollars unfavorable to the budget. This was due to operating expenses being higher than budgeted.

NON-OPERATING REVENUE/EXPENSE

Non-Operating expenses for the month were \$776 thousand dollars, which was \$21 thousand dollars favorable to the budget. The variance was due to how the interest was calculated when preparing the budget and lower than anticipated depreciation expenses.

CHANGE IN NET ASSETS

Change in net assets for the month was a decrease of \$706 thousand dollars as compared to a budgeted decrease of \$688 thousand dollars.

CASH

The following are the cash balances in the trustee accounts as of October 31, 2015:

US BANK

General Revenue Fund	\$ 1,498,050
Debt Service Fund	\$ 291,213
Debt Service Reserve Fund	\$ 172,880
Capital Improvement Fund	\$ 4
Operations & Maintenance Fund	\$ 203,799
Fees & Expenses Fund	\$ 125,095
Bondholder Account	\$ 2,270,652

BANK OF AMERICA

Operations & Maintenance	\$ 182,065
Vendor Payments	\$ 129,949
Payroll	\$ 16,997

Chairman Gallant asked CFO Cuzzupe if a call with Adrienne Walker was set up to speak with the Bond Holders regarding the cost of the X-Ray machines. Mr. Cuzzupe confirmed a call was set up for counsel, the Warden and Mr. Cuzzupe for December 27th.

A motion was made by Director Gardner to accept the report of CFO Cuzzupe for the period ending October 31, 2015 and was seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed.

C. Report of the Warden

- The detainee count as of today was 496 (3:00am) with an end of the day projection of 499.

ADP

- Dec. ADP was 496 and Nov. ADP was 487.
- In November there were 98 admissions and 92 releases. In October there were 127 admissions and 121 releases.
- The 2015 year to date ADP was 463.

Suicide Watch Hours

- As of November 30th, there were 3,467 hours of overtime with an annual cost, so far this year, of \$78,008.

Staffing

- FTE (staffing) was 170 with a total of 9 employees on leave including 8 on unpaid leave and 1 on paid leave.
- Correctional Officers – there were 140 authorized positions with 113 filled, 27 vacant and 106 active.
- Sergeants - there were 20 authorized positions with 14 filled, 6 vacant and 13 active
- Lieutenant – there were 5 authorized positions with 3 filled, 2 vacant and 3 active
- Captains – there were 5 authorized positions with 4 filled, 1 vacant, and 4 active
- The Correctional Officer count was at 140 with 106 active and 8 on leave.
- Ms. Nancy Gilman, the new HR Director, started on December 7th and will be working with Ms. Pouliot during this transition as a welcome asset.
- The Correctional Officer Academy class 37 graduation was held on Friday, December 11th with 14 graduates. These new officers will be completing their FTO this week and will be assigned to their new shifts beginning on Sunday, December 20th. The graduation was coordinated by both Executive Staff and Training Staff.
- On Saturday, December 19th, the Wyatt Detention Facility will be holding its annual Christmas party for facility staff children. There will be approximately 30 children attending. Aramark will donate the food and the event will run from 11:00 a.m. to 1:00 p.m.

Recruitment

- Class 38 recruitment process: cursory background checks were completed on the 76 individuals who submitted their preliminary applications. One individual was disqualified due to his criminal background.

- The agility and written tests were administered on December 5th. Of the remaining 75 applicants, 17 did not show up, 12 failed the agility test and 2 failed the written test. There were 44 applicants remaining in the process.
- The 17 individuals who did not show were contacted and it was determined that several of them were required to attend a mandatory military drill. Therefore, another round of agility and written testing will be conducted on Sunday, December 20th. Interviews are expected to begin on January 4th.

Efficiencies/Cost Savings

- The Warden continued to pursue the request for a per-diem rate increase. The Warden charged Mr. Cuzzupe, as one of his 2016 goals, to put a revenue committee from all levels of staff to evaluate all revenue to increase ADP.
- RISE energy auditing will be at the facility on Tuesday, December 15th to evaluate the lighting throughout the facility. They will advise us of potential cost savings.
- The Training Building water meter size will be reduced. This should result in a significant cost savings.

Incidents

- There were no detainee on detainee physical altercations since the last Board meeting on 11/23/15.

Outreach & Networking

- Representatives from the insurer, GenCorp, were on site December 10th to provide an overview of the BRIT Platform. The Platform provides computer based training modules for staff in the areas of safety and security related issues. Staff participation in these training modules could support a reduction in our insurance rates.
- On December 9th, the facility hosted and participated in the Rhode Island Emergency Management Agency (RIMA) tabletop exercise which involved several local, state and Federal agencies including FEMA, as well as staff from the Governor's office and the U.S. Attorney's office. The exercise was a train derailment of two cars carrying toxic materials. There will be a meeting again in the future to discuss future exercises.
- Staff are participating in the "Annual Giving Tree" to benefit 10-12 needy families in Central Falls.
- Senator Sheldon Whitehouse will be touring the facility in January to observe facility operations and future goals.
- On January 19, 2016, we will also be conducting a facility tour and discussion session with MA Chief Probation Officer Chris Maloney, several federal judges, and magistrates to see if there may be options for the facility to develop a specific program that may assist the judges with sending us more detainees to Wyatt.

Capital Projects Update

- It was reported that the server storage upgrade project is nearing completion. Trouble shooting and clean-up will continue over the next few weeks.
- New CERT equipment was ordered and had been received. The equipment included tear gas masks, riot suits, helmets, goggles, and gloves. The CERT team was increased to 32.
- The perimeter fence upgrades were completed and pictures of the fence were distributed to the Board.

Marketing

- The monthly forbearance agreement payment was made to the City of Central Falls.

Director Gonsalves asked how many officer vacancies there were. Warden Martin stated that there were 27 vacancies and that 17 were lost this past year due to attrition. Ms. St. Pierre stated that if there were 44 applicants for the next class, we may end up with 20 recruits.

Director Gardner asked about the Giving Tree and said he had children's new coats for younger children and would be glad to donate to the cause.

Chairman Gallant asked about the protocol for placing a detainee on suicide watch. The Warden said when a detainee enters the facility with a history of past attempts of suicide documented in his paperwork, HSA White places the detainee on constant watch. Also, if a detainee is in a stressful situation with family, the detainee will be placed on constant watch until seen by mental health within 48 hours. After removal from constant watch, the detainee is then placed on a 15-minute watch list.

A motion was made by Director Gardner to accept the Report of the Warden and seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed.

5) A motion was made by Chairman Gallant to move into executive session pursuant to R.I.G.L. § 42-46-5 for the following purposes:

- A. R.I.G.L. § 42-46-5(a)(2) for the purpose of discussing potential denial of contractor fees and potential related litigation; and
- B. R.I.G.L. § 42-46-5(a)(3) for the purpose of receiving an operational report from the Warden to discuss the internal review of recent inmate incidents, security procedures review, fence project update, x-ray machine purchases, and open positions throughout the facility.

The motion to move into executive session was made by Director Gonsalves, Director Gardner seconded. Chairman Gallant, Director Gardner and Director Gonsalves voted in the affirmative and the motion passed.

A motion to return to open session was made by Director Gonsalves and seconded by Director Gardner. All members voted in the affirmative and the motion passed to return to open session.

Chairman Gallant stated that for clarification for the record, the Board unanimously voted to withhold payment of approximately \$2,450 for an invoice from attorney Margaret Lynch-Gadaleta for work invoiced during October 2015, after she was notified of her termination. Also, for the record, the Board voted to withhold payment of \$160 thousand dollars submitted by Attorney Fracassa for work during the receivership that was not authorized by the Board or our attorneys.

A Motion was made by Director Gardner to accept the Chairman's clarification to withhold payment of invoices from attorney Margaret Lynch-Gadaleta and attorney Terry Fracassa and seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed.

A motion to adjourn was made by Director Gardner and seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed and the meeting was adjourned.